

**TRANSMITTAL SLIP**

DATE

21 Nov

TO:

OK Files

STATION NO.

BUILDING

2.302

REMARKS:

FROM:

OK / P & P G

ROOM NO.

BUILDING

EXTENSION

STAT/66

P & P

FORM NO.

REPLACES FORM 36-0

SECRET

PaK

22 November 1988

MEMORANDUM FOR: Chief, Information Management Support Staff, OL

FROM:

Chief, Printing and Photography Group, OL

SUBJECT: Updates to the OL Five-Year Plan for FY 88-92

REFERENCE: OL FY 89 Planning Calendar and Planning Guide

1. Per instructions contained in the above referenced guide, attached are the Printing and Photography Group updates to the OL Five-Year Plan for FY 88-92 including: milestone charts for each new FY 89 objective; lists of projects and studies for FY 89; lists of additional budget initiatives for FY 91 and new budget initiatives for FY 92.

2. P&PG has reviewed the narrative portions of the OL Five-Year Plan for FY 1988-92. No changes, modifications, corrections or additions to the existing narrative are requested at this time.

3. For additional information, contact [redacted] on [redacted]

Attachments

All Portions SECRET

OL/P&PG/PP&S

(21Nov88)

Distribution

Orig - Addressee w/atts

1 - OL/P&PG Official w/atts

1 - OL/P&PG Chrono w/atts

1 - OL/P&PG/PP&SS Official w/atts

1 - OL/P&PG/PP&SS

Office of Logistics  
Printing and Photography Group

FY89 OBJECTIVES

- STAT
1. ENHANCE SUPPORT TO FINISHED INTELLIGENCE PRODUCTION  
P&PG expects to face continually increasing requirements for production of high-quality, quick turnaround finished intelligence products in the future. To meet this demand, P&PG will analyze the implementation of a two-tiered production system. The Headquarters tier will be dedicated to producing finished intelligence in the fastest, highest quality manner to support the DCI. The [ ] tier will be dedicated to producing all other material. This study will identify the required funding, equipment, personnel and timetable for implementing this system.  
CATEGORY: B (Essential)
  2. RECONFIGURE PREPRESS ELECTRONIC COMMUNICATIONS ARCHITECTURE AND NETWORK  
Presently, the P&PG Prepress composition network is configured around an ATEX composition system. A revised configuration using a PC file server will improve P&PG's ability to receive and process documents for printing. Also, customers passing data files to P&PG for composition now must format their material for acceptance by P&PG's system. Reconfiguring of P&PG's communications network will eliminate the customer requirement to reformat data.  
CATEGORY: C (Important)
  3. CONVERT ALL PLATEMAKING SYSTEMS TO SUBTRACTIVE PROCESS  
Currently P&PG utilizes two platemaking processes, additive and subtractive. The additive process emits strong odors but is fast; the subtractive process is biodegradable but slower. A change to the subtractive method for all applications would eliminate the need to maintain two different systems and comply with the Office of Medical Service guidelines to reduce odors in the printing plant.  
CATEGORY: C (Important)

## DDA Objective

Office: OL/P&amp;PG

Objective Statement: Enhance Support to Finished Intelligence Production.

O — Scheduled .

X — Actual

25X1

Responsible Officer: 

25X1

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Consult <span style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></span> Planning Office as to whom the prospective tenants are at <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>			0									
2. Contact these prospective tenants as to their current and projected requirements.				0								
3. Meet with Branch Chiefs, P&PG. Consult with Chief, P&PG.					0							
4. Ascertain the equipment needed to meet these requirements.						0						
5. Determine optimum equipment and function mix between plants to meet requirements and to provide redundancy for essential plant operation. Consult with Chief, P&PG.								0				
6. Make equipment and staffing recommendations for both printing plants.									0			

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Office: DDA/OI/P&amp;PG

Objective Statement: Prepress Electronic Communications Architecture and Network

Responsible Officer: 

O — Scheduled .

X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Document current communications requirements capabilities.			O									
2. Determine future requirements by meeting with customers and determining their plans regarding electronic document production.					O							
3. Assess current capabilities in light of future and projected requirements.						O						
4. Identify alternative configurations to meet requirements.									O			
5. Prepare proposals for reconfiguration of prepress communications architecture with discussion of alternatives and recommended approach.										O		
6. Install and implement reconfiguration.												O

Office: DA/OL/P&amp;PG

Objective Statement: Convert All Platemaking Systems to Subtractive Process

Responsible Officer: 

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify, local companies using subtractive plates in both conventional and projection systems.		O										
2. Visit companies using the subtractive process and evaluate the process.				O								
3. Document specifications and requirements for subtractive plates.				O								
4. Identify plate vendors who can satisfy our specifications and requirements for subtractive plates.				O								
5. Test and evaluate vendor plates that satisfy specifications and requirements.					O							
6. Implement subtractive plates for P&PG's projection system.						O						
7. Prepare RFP for a three year subtractive plate requirements contract for FY 90 to be awarded on 1 October 1989.							O					

Office of Logistics  
Printing and Photography Group

FY89 OBJECTIVES (Personnel Related)

1.    **CREATE "THE OL STORY"**  
In response to the Director of Logistics proposal to make a film about OL, P&PG will create "The OL Story" by providing all aspects of the film, from initial planning and script writing through final editing and printing. This film will boost the morale of all OL employees.  
CATEGORY: C (Important)
  
2.    **INCREASE COMPUTER LITERACY WITHIN P&PG**  
Due to the ever-increasing use of computer systems within P&PG, the program will improve the computer literacy of P&PG personnel to facilitate a proportional increase in computer familiarity and skill. This program will be implemented through external and internal training. Benefits of this objective will be a more skilled and versatile workforce.  
CATEGORY: C (Important)
  
3.    **REVISE HEALTH AND SAFETY PROGRAM**  
The P&PG production environment and the use of chemicals and solvents to support the printing and photography process dictates the need for a strong safety program. The current program will be analyzed to determine its effectiveness. A revised safety program will be implemented to insure the maximum safety and health environment for all P&PG employees.  
CATEGORY: C (Important)

Office: DA/OL/P&amp;PG

Objective Statement: Create OL Story

Responsible Officer: 

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Conduct preliminary and follow-up interviews with OL management.		O										
2. Write narrative portion of script.			O									
3. Obtain available footage, prints, slides, etc.; and check suitability for use.				O								
4. Obtain approval on script from D/L.				O								
5. Create storyboard and create shooting script.				O								
6. Acquire all products- additional footage, music, graphics, sound and special effects.							O					
7. Edit all material into final program, obtain approvals on edit master and make required adjustments.								O				
8. Provide film to OL management.									O			



Office: OL/P&amp;PG

Objective Statement: Increase Computer Literacy within P&amp;PG

Responsible Officer: 

O — Scheduled .

X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify training requirements.					0							
2. Identify training availability: OTE courses, Self-study Center, External Correspondence courses.							0					
3. Develop internal P&PG courses for P&PG unique applications.							0					
4. Develop a list of recommended courses and distribute within P&PG.							0					
5. Identify personnel to attend training sessions.								0				
6. Enroll selected personnel in appropriate courses.									0			

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Office: OQ/P&amp;PG

Objective Statement: Revise Health and Safety Program

25X1 Responsible Officer: 

O — Scheduled .

X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Revise Branch Safety Officer list, revise and post fire exit maps and schedule drill.			0									
2. Meet with OMS/SD to assure all applicable regulatory requirements are incorporated.					0							
3. Meet with Chief, P&PG to discuss program and establishment of safety committee.						0						
4. Meet with Branch Chiefs and Branch Safety Officers to discuss safety issues particular to each branch.							0					
5. Prepare draft program and submit to Chief, P&PG and OMS/SD for review.										0		
6. Publish and implement revised health and safety program in P&PG.												0

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Office of Logistics  
Printing and Photography Group

FY89 PROJECTS

1.   DEVELOP EQUIPMENT REPLACEMENT PROGRAM  
P&PG has a twenty million dollar capital investment in equipment. On an annual basis, this program will identify the funding required to replace and update existing equipment. As a result, this program will provide for the systematic replacement or upgrade of all major capital equipment items. Implementation of this program will insure the uninterrupted continuation of all production capabilities.
2.   CONVERT MIS MENUS TO NOMAD  
P&PG's Management Information System (MIS) now generates menus through PL-1 programs which generate CP-CAM commands. P&PG is replacing the existing Delta Data hardware with PCs which operate in 3270 protocol and cannot support CP-CAM. Therefore, these menus must be rewritten to use NOMAD procedures.
3.   DEVELOP BAR CODED INVENTORY & ACCOUNTABLE PROPERTY SYSTEMS  
P&PG is developing bar code expertise in several areas. Bar code technology and existing bar code input and labeling hardware can enhance the automated inventory system and the accountable property activity. P&PG plans to extend bar code technology to these areas.
4.   DOCUMENT ACMP PROCEDURES  
In conjunction with a revised ACMP, procedural changes have streamlined most internal processes regarding the copier management activity. To facilitate coordination among all members of the ACMP, all internal operating procedures will be reviewed, revised and documented.
5.   DOCUMENT AND DISPLAY P&PG HISTORY  
The evolution of P&PG's activity portrays a unique perspective on the development of printing and photography technology used to produce current intelligence during the

past four decades. By utilizing documents, photographs, hardware, etc., this project will identify which material is representative of this history and the appropriate locations for its display.

6. IMPLEMENT WVTD (FY88 PERSONNEL OBJECTIVE)  
P&PG procured hardware in FY88 to create a closed circuit video network within the Main Printing Plant for enhanced dissemination of communications and training to all shifts. Following renovations in affected areas, P&PG will install this hardware and institute an in-house video procedure.

Office of Logistics  
Printing and Photography Group

FY89 STUDIES

1. STUDY FEASIBILITY OF IMPLEMENTING "DIRECT-TO-PLATE" CAPABILITY USING DI IMAGE/TEXT DATABASE OUTPUT  
"Direct-to-plate" describes the capability of transferring digitized data directly from the electronic media to an offset printing plate. This capability holds the potential for enormous savings in time, materials and manpower within P&PG. The Directorate of Intelligence (DI) is currently investing significant resources to develop an electronic merging of text and images. This P&PG study will analyze the feasibility of implementing "direct-to-plate" technology, within P&PG, which will capitalize on the DI system output to produce an uninterrupted electronic production process.
2. IDENTIFY ALTERNATIVE OR ENHANCED ELECTRONIC COMPOSITION SYSTEMS FOR THE 90'S  
The incorporation of graphics and halftones into finished intelligence publications is an increasingly important aspect of P&PG's production capability. Electronic digitization of images is the state-of-the-art. P&PG's current composition system is not expected to develop this capability by FY91. An alternative system must be identified to bring Group capabilities to state-of-the-art level by FY91.
3. STUDY REQUIREMENTS AND CAPABILITIES FOR INCREASING COLOR PRINTING PRODUCTION  
Color printing requirements for Agency finished intelligence products are increasing. P&PG's existing production capability is hampered by outdated equipment. This study, which will include scanning, editing, image manipulation and printing, will determine the requirements and capabilities of equipment to increase color printing production.
4. DETERMINE BENEFITS VERSUS COST OF AN INTEGRATED MINI COLOR LAB AND OTHER AUTOMATION EQUIPMENT  
A mini color lab has the potential of making the existing color printing process more efficient in terms of response time and manpower requirements.

This study will compare current technology, with P&PG requirements and resources, to determine the benefits of the integration of a mini color lab, and other automation technology, with the color photography activity.

5. EVALUATE ELECTRONIC ADDRESSING AND DISSEMINATION  
P&PG currently uses a computerized system to generate dissemination labels for several production applications. However, this system cannot now be utilized by all Agency customers. Several software systems are available to provide electronic labeling. This study will identify the most viable conduit for all customers to transfer electronic mailing lists to P&PG for the computer generation of dissemination labels.
6. DEVELOP ADP ENHANCEMENTS FOR GROUP EFFICIENCY  
Selected P&PG activities will be analyzed to determine the need for ADP applications. From these analyses, a package of ADP enhancements will be developed to improve P&PG administrative and operational efficiency. This study will also address the potential use of LANs and automated planning as well as alternative input devices, barcoding, digitized voice storage, scanners and electronic clipboards.
7. STUDY METHODS FOR UTILIZING PLANNED FMG WASTE PAPER SYSTEM  
FMG will finish the implementation of a Headquarters Compound waste disposal system in FY-90. P&PG is scheduled to be connected to this system and the study will identify any required funding and an action plan to implement the utilization of this system.

Office of Logistics  
Printing and Photography Group

FY91 INITIATIVES

1. IMPLEMENT STATE-OF-THE-ART COMPOSITION CAPABILITY  
Based on the results of the FY89 study to identify alternatives to electronic composition, this initiative will fund the implementation of that study's recommendation to bring P&PG composition capability to state-of-the-art levels.  
COST: \$2.25M

Office of Logistics  
Printing and Photography Group

FY92 INITIATIVES

1.    PROCUREMENT OF DIRECT-TO-PLATE CAPABILITY  
Based on the results of the FY89 study to identify "direct-to-plate" technology for implementation in the P&PG production process, this initiative will fund the procurement of that capability.  
COST:   \$2.5M
2.    PROCUREMENT OF ENHANCED COMPUTER GRAPHICS PRODUCTION CAPABILITY  
Based on the results of an FY87-88 study to identify enhancements to the existing computer graphics production system to increase productivity and reliability, this initiative will fund the hardware recommendations of that study.  
COST:   \$1.3M
3.    PROCUREMENT OF INCREASED COLOR PRINTING CAPABILITY  
Based on the results of the FY89 study to determine the requirements for enhanced color editing support and increased color print production, this initiative will fund the procurement of that capability.  
COST:   \$6.2M
4.    INTEGRATE A COLOR MINI LAB AND OTHER AUTOMATION HARDWARE WITH THE EXISTING PHOTO PLANT  
Based on the results of the FY89 study to determine the benefits versus cost for installation of the color mini lab and other automation hardware, this initiative will fund the implementation of that study's recommendations.  
COST:   \$1.46M
5.    IMPLEMENTATION OF ADP ENHANCEMENTS  
Based on the results of the FY89 study to provide ADP enhancements for P&PG activities, this initiative will fund the ADP hardware and software necessary to establish these enhancements.  
COST:   \$500K